

## SQUADRON LETTERHEAD

*\*All italicized phrases should be completed by the Squadron Representative. Please change the font back to normal and delete all unnecessary phrases and instructions once the form is completed so that we have a "clean copy." Also, please ensure that the signature lines for yourself and your squadron commander line up. To do this, add or delete lines after your signature line to bring you squadron commander's line even.*

*Date (Example: 2 Apr 96)*

### MEMORANDUM FOR CADET PROGRAM OFFICER

FROM: *Your Squadron's Name*

SUBJECT: CAC Squadron Report

1. Cadet Participation: *# of active cadets*
2. Senior Participation: *# of active senior members*
3. Past Activities: *list past activities –add or delete letters as needed*
  - a.
  - b.
  - c.
4. Planned Activities: *list planned activities –add or delete letters as needed*
  - a.
  - b.
  - c.
5. Promotions:
  - a. Total Cadet Promotions:
  - b. Milestone Promotions: *cadet's name and milestone*
6. Number of Orientation Flights:
  - a. Powered:
  - b. Glider:
7. Other Information: *list any other relevant information*

*Sign here*  
YOUR NAME, Your Grade, CAP  
CAC Representative

*Have your commander sign here*  
YOUR SQ/CC's NAME, Grade, CAP  
Commander